



## COUNTY OF SAN DIEGO

### DEPARTMENT OF PLANNING AND LAND USE: Zoning PLAN AMENDMENT AUTHORIZATION REQUEST PROCEDURE

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Any amendment to the County General Plan must be initiated by the Planning Director, the Planning Commission or the Board of Supervisors. All private requests must be filed initially for review by the Planning Director.

#### **Filing**

To file the initial request with the Director, the applicant must submit a Plan Amendment Authorization Application requesting consideration of the amendment accompanied by the information specified in the Plan Amendment Authorization Application (DPLU Form #271). Application packages are available at the Zoning Information Counter.

#### **Review Criteria**

When reviewing the request, the Director will be evaluating the proposal for:

- Consistency with existing and planned land uses in the vicinity and in the community, including the goals and policies of the Community or Subregional Plan;
- Availability of adequate infrastructure commensurate with the project needs;
- Comments from the Planning or Sponsor Group; and Design Review Board, if applicable
- Known site constraint factors such as, but not limited to, steep slopes, wetlands, or MSCP Biological Resource Core Areas that would make the request inconsistent with environmental conservation goals and programs.

Upon receipt of a complete application, the Director shall immediately notify and solicit comments from the appropriate Planning or Sponsor Group and/or Design Review Board. The Planning or Sponsor Group and the Design Review Board will have 35 days from submittal of the application to submit comments. Comments shall be faxed or sent via electronic mail if the Group's meeting is held close to the end of the 35-day comment period.

#### **Decision**

The Director shall make a decision whether to authorize the initiation of the amendment within 45 days of the submittal of the request accompanied by all required information. A Notice of Exemption (NOE) will be filed concurrent with the Director's decision. Should the Director decline to initiate the proposed General Plan amendment, the applicant may present the request for initiation by letter, first to the Planning Commission, and then to the Board of Supervisors, if the Planning Commission declines to authorize the amendment. A new NOE will need to be filed for decisions made by the Planning Commission and/or the Board of Supervisor's on appeal and the \$50 NOE filing fee will apply for each decision. Requests for PAAs submitted to the Planning Commission and Board of Supervisors must be filed within 10 days of the determination not to initiate the request.